

**DEVELOPMENT REVIEW COMMITTEE
MEETING MINUTES
SEPTEMBER 15, 2004**

DRC Members present: David McDevitt, Development Services Director
Tony Park, Public Works Director
Cherie Bryant, TLCPD Land Use Planning Division Manager

Meeting called to order by David McDevitt at 10:15am.

Villas at Pine Forest – Type “C” Site and Development Plan:

Bill McCord gave a summary of the proposed project. The proposal consists of a 111 lot single family subdivision on 24.70 acres of a 38.85 acre parcel located on the east and west sides of Center Drive in Township 1 South, Range 1 West, Section 23. The subdivision will consist of four new public streets (4.07 acres) extending from the existing Center Drive right-of-way. The proposed subdivision will also contain ten common area tracts, totaling 4.95 acres, to be owned and maintained by the subdivision homeowners' association, and five stormwater tracts, totaling 5.13 acres, to be dedicated to the public. Public street access will be provided to the parcel to the west as a substitute for the existing unimproved roadway now extending through the property. Electricity, water and sewer will be provided by the City of Tallahassee.

The Growth and Environmental Management staff recommended approval of the Villas at Pine Forest Type “C” site and development plan with the following conditions:

1. File a Boundary Settlement with the Leon County Development Services Division which addresses the portion of the development site conveyed to the adjacent property owner, Martinez, as described in ORB 2377, Page 1889, prior to final approval of the site and development plan by the County Commission.
2. Provide a payment as prescribed by the Public Works Department for payment in lieu of providing a sidewalk along the requested portions of Westway Road.
3. Submit to the Environmental Compliance Division a standard form conservation easement over Tracts 5A, 5C and 10B, with legal descriptions, conveying such easement in favor of the County.
4. Abandon and vacate Oleander Avenue, or, if approved, plat over the Edouard Manor and Capital City Estates subdivisions;
5. Obtain approval from the Public Works Department to permit utility easements to overlap stormwater tracts.
6. Provide a graphic scale on each plan sheet.
7. All covenants and restrictions shall be approved as to form and sufficiency by the County Attorney prior to final plat submittal. The covenants and restrictions shall be amended to comply with the directives of the County Attorney's office.
8. Inclusion of the conditions recommended by Public Works in the September 15, 2004 memorandum.

9. Inclusion of the conditions recommended by Planning Department in the September 14, 2004 memorandum.

Discussion was held regarding the existing unimproved roadway that serves as access to the property on the western boundary of the proposed subdivision. Since there was question of who will maintain a public road access to the current property owner on the western boundary, it was determined that a Boundary Settlement should be completed to extend the property on the western boundary into the proposed public roadway access area. This will be discussed with the applicant. Also discussed the issue of a sidewalk along Westway Road and the need to protect the Bent Golden Aster found in that area. It was determined that if the Payment in Lieu of Sidewalk Installation Ordinance is passed by the Board of County Commissioners (BCC), the DRC will recommend it be applied to this project. If the ordinance is not passed, the DRC will recommend that an alternative sidewalk plan be submitted via a minor modification application prior to submittal to the BCC.

The Environmental Compliance Division, the Tallahassee-Leon County Planning Department, and the Public Works Department provided their comments.

After considering all input, Tony Park made a motion to recommend to the Board of County Commissioners approval of the Villas at Pine Forest Type "C" site and development plan with the following conditions:

1. File a Boundary Settlement with the Leon County Development Services Division which addresses the portion of the development site conveyed to the adjacent property owner, Martinez, as described in ORB 2377, Page 1889, prior to final approval of the site and development plan by the County Commission.
2. Provide a payment as prescribed by the Public Works Department for payment in lieu of providing a sidewalk along the requested portions of Westway Road should the BCC adopt the proposed Payment in Lieu of Sidewalk Installation Ordinance. If the ordinance is not adopted by the BCC, an alternative sidewalk plan shall be submitted via the minor modification process.
3. Submit to the Environmental Compliance Division a standard form conservation easement over Tracts 5A, 5C and 10B, with legal descriptions, conveying such easement in favor of the County.
4. Abandon and vacate Oleander Avenue, or, if approved, plat over the Edouard Manor and Capital City Estates subdivisions;
5. Obtain approval from the Public Works Department to permit utility easements to overlap stormwater tracts.
6. Provide a graphic scale on each plan sheet.

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7. All covenants and restrictions shall be approved as to form and sufficiency by the County Attorney prior to final plat submittal. The covenants and restrictions shall be amended to comply with the directives of the County Attorney's office.
8. Inclusion of the conditions recommended by Public Works in the September 15, 2004 memorandum.
9. Inclusion of the conditions recommended by Planning Department in the September 14, 2004 memorandum.
10. The Environmental Management Permit application will need to address the following matters, in addition to information typically required:
 - a. Note 5 of the General Notes in Sheet 3 of 6 shall be revised to allow for only the removal of trees as permitted in the Environmental Management Permit.
 - b. The stormwater management design shall include the "possibility" of additional impervious area as indicated in Note 12 of the General Notes.
 - c. All proposed conservation easements shall be solely labeled as such.
 - d. Stormwater conveyance analysis/design shall be submitted (i.e. hydraflow or similar).
11. A conservation easement must be recorded (with Leon County as grantee) that encumbers the area on the subject lot designated as "Natural Area/Conservation Easement". This conservation easement must be accepted by the BCC and recorded prior to issuance of any Certificate of Occupancy.
12. The applicant shall make the following revisions to the site plan drawings prior to submitting for the Board public hearing:
 - a. Add a legend to Sheet 3 identifying the hatch patterns used to classify open space areas and conservation easement areas.
 - b. Add a legend to Sheet 4 identifying the various unique line-types employed (such as water lines, sewer lines, etc.)
13. The applicant has indicated that the subject property will likely be annexed into the city limits of the City of Tallahassee (COT). Given this assumption, the applicant shall provide the following documents at the time of environmental permitting for this project. No environmental management permit shall be issued until these documents are provided.
 - a. Provide a letter from the COT Growth Management department indicating their agreement to assume the responsibility for the processing, review, and approval of this project's as-built plans (record drawings) and its required stormwater operating permit application, should the project be annexed following issuance of the project's Environmental Management Permit.

- b. Provide a letter from the COT Public Works department indicating their agreement to assume the responsibility for maintaining the project's public facilities (roadways, stormwater management facilities), should the project be annexed.
- 14. Provide detail information on the proposed emergency equalizer swale located adjacent to Block I.
- 15. Permits required from Public Works:
 - a) Driveway Connection
 - b) Right-of-Way Placement
- 16. The reference to "Tracts" will not appear on the plat, therefore, for consistency they should be removed from the site plan as well.
- 17. Proposed easements should be labeled on all sheets.
- 18. Provide a typical section of the proposed gravel drive to the adjacent lot at the western end of Tuscaloosa Trace, including the material type and thickness. Note that limerock or stone are not acceptable materials, the gravel must be dust-free, typical a granitic type gravel. This condition is not applicable should the applicant complete the Boundary Settlement as outlined in Condition #1.
- 19. The sidewalks required along the frontage roads should be shown on the plans in sufficient easements to allow from maintenance. A note may be added to the plans stating that the developer would like to use a fee in lieu of option, should it become available.
- 20. The proposed subdivision is planned to be annexed into the City limits and the maintenance authority for the streets and drainage would be the City of Tallahassee's Department of Streets and Drainage. Leon County staff has been coordinating the review of this subdivision with Cleve Atchley with the City's Streets and Drainage Department. Since the DRC submittal, the developer's engineer has made changes requested by the City of Tallahassee as recent as September 9, 2004, a letter from the City of Tallahassee should be provided stating that all their issues have been satisfactorily addressed.

Cherie Bryant seconded the motion. All were in agreement and motion passed.

Mr. McDevitt noted that the revised site plans for the Villas at Pine Forest, along with an 8½ x 11 reduced copy of the site plan, will need to be submitted to the Growth and Environmental Management Department by Wednesday, September 29, 2004 in order to be placed on the agenda for Public Hearing at the Board of County Commissioner's meeting on October 26, 2004 at 6:00pm.

Meeting was adjourned at 11:30am.